

MINUTES OF THE BURIALS COMMITTEE MEETING 13<sup>th</sup> APRIL IN THE RENDLESHAM ROOM IN THE MAWNAN MEMORIAL HALL AT 7PM.



Present- Cllrs Whibley, Moyle + Clerk  
Churchwarden Libby Reed was also present from 7pm- 7.50pm.

Cllr Whibley chaired the meeting

**MINUTES**

<p><b>2627.01B</b></p>	<p><b>TO RECEIVE APOLOGIES FOR ABSENCE</b> Cllr Morris N.B Meeting was inquorate so resolutions need to go to full parish council for voting.</p>
<p><b>2627.02B</b></p>	<p><b>MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS</b> None</p>
<p><b>2627.03B</b></p>	<p><b>PUBLIC COMMENT ON ITEMS ON THE AGENDA</b> None</p>
<p><b>2627.04B</b></p>	<p><b>ACCEPT MINUTES OF PREVIOUS MEETING 15<sup>TH</sup> DECEMBER 2025</b></p> <p>Cllrs noted that the bench in item 2526.20B should state '...facing <u>west</u> on the north-<u>eastern</u> boundary at the end of the path...'. The clerk corrected the minutes to be signed and scanned.</p> <p>Cllrs noted that item 2526.24B could be revisited in a future meeting.</p> <p><b>PROPOSED Cllr Moyle, SECONDED Cllr Whibley, RESOLVED to accept the minutes of the meeting.</b></p>
<p><b>2627.05B</b></p>	<p><b>MEET WITH CHURCHWARDEN- Libby will be attending meeting. Committee to meet Churchwarden and make recommendations to the full council regarding the following two issues:</b></p> <ol style="list-style-type: none"> <li>1. Ash tree on wall between new and old graveyards</li> </ol> <p>The churchwarden said that permission from the diocese is not needed if the trees are dying or causing an issue. There was a discussion about the tree in question. Cllr Moyle stated there are actually two trees on the boundary that need looking at- one with die back and one that is multi stemmed and will cause structural issues with the wall. The churchwarden is happy for the council to proceed and get them taken down without consulting the diocese. There was a suggestion to possibly leave the wood somewhere accessible for the community. There was a discussion about replacing the trees and what species to use.</p> <p>In summary the Diocese does not need to give approval; the trees are dead, dying or dangerous. The churchwarden will be meeting with the PCC in a few days and will ask if they are happy to contribute to the costs of felling the trees.</p>

The clerk also stated that there is a limb on an ash tree on the south boundary of the old graveyard which needs to be felled due to health and safety as it could be considered poorly structured. Cllrs and Churchwarden are happy with this being felled.

**PROPOSED Cllr Moyle, SECONDED Cllr Whibley, RESOLVED that the council will put the work out to tender, get quotes which will then be forwarded and subject to PCC approval and contribution, and then be able to go ahead with the works.**

2. Work needed in churchyard- see quotes:

a. Topping Up Project

Concern was raised around the use of top soil as it could mean a lot of weed growth and extra maintenance. Sub soil would be preferable for some of the filling underneath the top soil. The churchwarden offered the pile of spoil currently in the car park from the lychgate repair from breaking through to make the temporary access. Whilst some will go back in when this is closed up, some will be available to use. This could be used to fill in some of the deeper tomb style graves that have collapsed.

The churchwarden feels that whilst the project is absolutely necessary, if the PCC are contributing to the trees there is unlikely to be any more money available. The clerk suggested a contribution to both jobs would be another route forward.

**PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED that the contractor's quote for topping up should be recommended to the parish council for approval but using a mix of sub soil (from temporary path) and bought in top soil.**

**PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED that the contractor's quote for cutting the area of foliage on the southern boundary of the old graveyard and clearing the pathway borders should be recommended to the parish council for approval.**

b. Cremation Area

Clerk confirmed that despite sending the request for quotes out to four companies the only quote remains Bridge House Restoration which is from December 4th. The churchwarden confirmed that it was the PCC's responsibility to repair the cremation area. The quote was handed to the Churchwarden but the clerk will ask Bridge House Restoration if they will still honor the quote as it's out of the 30 day period.

**ACTION: Clerk to follow up with churchwarden to know outcome of PCC meeting**

**ACTION: Clerk to speak to Bridge House Restoration if they will still honor the quote as it's out of the 30 day period.**

**ACTION: Clerk to follow up with graveyard contractor regarding using sub soil and top soil mix.**

	<p>The churchwarden informed the council she is having issues renewing the green waste collection (brown bin) with Cornwall Council and will keep the parish council updated. The Clerk reminded her that she still needs to invoice the parish council for this.</p> <p>This prompted a discussion about having a black bin for general rubbish but the churchwarden said there used to be a black bin but so much rubbish was left by people walking and using the beach- within days the bin used to be full of BBQ's. She has found by taking the refuse bins away people tend to take their rubbish home. It was decided to not replace any rubbish bins but keep an eye on the situation.</p> <p>The signs on the compost bin asking people to take dog waste and plastic waste home seem to be having an effect and have reduced the amount of general waste going into the compost/ green waste bin.</p> <p>The Churchwarden left at 7.50pm.</p>
2627.06B	<p><b>UPDATES TO BURIAL REGULATIONS</b></p> <p><b>PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED that Cllr Whibley will meet with the clerk in the interim to mark up proposed changes to the regulations for presentation to the committee at next meeting.</b></p> <p><b>ACTIONS: Clerk and Cllr Whibley to arrange to meet up and review regulations.</b></p>
2627.07B	<p><b>TENDERING OF DIGGING THE GRAVES IN THE COMMUNITY BURIAL FIELD</b></p> <p>Discuss if this is something the council would like to pursue</p> <p>Cllrs agreed it was the only contract not tended for in the parish council's portfolio but did not agree on whether it should go to tender or not. Clerk mentioned that other providers dig cremation plots every so often but never burial plots. There were also concerns about a lone worker digging in the graveyard.</p> <p><b>PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED that the question of tendering for digging graves should go to the full parish council meeting for discussion.</b></p> <p><b>ACTIONS: Clerk to request copy of Tim Lugg's risk assessment.</b></p>
2627.08B	<p><b>CONSECRATED AND UNCONSECRATED AREAS OF COMMUNITY GRAVEYARD</b></p> <p><b>PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED that the full council meeting discuss this item in a private session.</b></p>
2627.09B	<p><b>UPDATE ON WILDFLOWER MEADOW</b></p> <p>The most recent cutting coincided with planting in Mawnan Park so the cuttings were taken away and used. The next cut will be in September. It would be good to try and do this again in the future; find a use for the cuttings and arrange</p>

	cutting with the recipient collecting them. However if this isn't possible cuttings will be placed on the south facing boundary. This will need to be reviewed when the fence is erected.
<b>2627.10B</b>	<p><b>LITTER-</b> update on current situation Do we need a litter bin and new signage? This was also looked at with the churchwarden in 2627.05B. Cllrs agree to keep an eye on the churchyard and pick up litter if we see it. Glass containers are prohibited so can be removed if seen.</p> <p>There is the need for a dog poo bin around the church. This could be on National Trust land- which the parish council could speak to them about installing and maintaining. This must be looked at as part of the parish wide dog bin survey that is currently being arranged by the full council.</p>
<b>2627.11B</b>	<p><b>SPACING OF GRAVES-</b> discuss if change to layout needed to enable more grave spaces in field.</p> <p>The main concern is how many plots are being lost due to the over generous spacing of the graves. There are currently 163 spaces left. If alignment was reshuffled two more graves could be gained each row. This would give 28 extra spaces. This would have a visual impact of graves not being in a grid across the whole graveyard from Row H.</p> <p><b>PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED to arrange a site meeting between the committee and Tim Lugg to look at practicality of putting graves closer together to increase the longevity of the field.</b></p>
<b>2627.12B</b>	<p><b>ARRANGE TIME AND DATE OF NEXT MEETING</b> <b>13<sup>th</sup> July 7pm in the Rendlesham Room.</b></p>

### Associated Papers

- Item 1 - Minutes of previous meeting 15/12/25
- Item 2 - Quotes for topping up project
- Item 3 - Quotes for crazy paving repair
- Item 4- Burial Regulations
- Item 5- Consecrated and unconsecrated areas of burial field

Earmarked reserves in burials:

Burial Fees £6200

Graveyard Contingency £2900